

2018-2019 Student/Parent Handbook



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MISSION STATEMENT

Beaches Episcopal School provides students a strong academic foundation enabling them to succeed in school, serve their community, and reflect God's love.

EDUCATIONAL PHILOSOPHY

Beaches Episcopal School provides a Christian environment for learning through educational experiences, which offer opportunities for academic achievements. A challenging curriculum, including a commitment to enrichment programs, helps develop inquisitive and creative minds. Our caring and qualified faculty and staff seek to provide opportunities for responsible citizenship by building confidence and leadership skills. We are committed to guiding each individual student towards reaching his/her full potential and to developing lifelong learners.

ACCREDITATIONS AND AFFILIATIONS

Beaches Episcopal School is accredited by the Florida Council of Independent Schools (FCIS) and the Florida Kindergarten (FKC). In addition, the school holds an affiliation with the National Association of Episcopal Schools (NAES), and the Council for Advancement and Support of Education (CASE), and the Board of Regents.

WHO WE ARE

Beaches Episcopal School is an independent school with a 65-year tradition of academic excellence. Our small classes and student-focused approach allow us to be attentive to each student. Our rich academics and varied extracurricular programs give students a broad understanding of the world around them. Our faith-based culture and Episcopal heritage charge us to treat every individual as a child of God.

WHAT WE DO

- We strive for academic excellence, recognizing the variety of student needs and learning styles.
- We help students understand the world around them by providing well-rounded learning experiences in and out of the classroom, on campus, and in the community.
- We reinforce the love of God, nurturing students' respect and compassion for themselves and all others as His children.
- We build self-esteem and leadership in an atmosphere that fully integrates faith, morals and ethics, enabling students to be successful leaders in the future.
- We provide an emotionally and physically safe environment that allows each child the opportunity for success.

WHAT WE SEEK

It is our goal to grow graduates who will:

- Exhibit integrity, respect, and empathy towards others.
- Be confident, self-directed, and possess a passion for learning.
- Set goals and strive for academic success.
- Demonstrate an understanding of God's unconditional love.
- Be self-disciplined and accept responsibility for individual choices.

STATEMENT OF GOALS

Beaches Episcopal School believes that a positive and constructive working relationship between the school and the student's parent(s) or guardian(s) is essential to the accomplishment of the school's educational mission and philosophy. We believe the fulfilling of the expectations listed below will guarantee an optimal educational experience for your child.

Your Expectations of BES

- To fulfill our mission
- To provide a safe and caring environment
- To relate honestly and openly about your child
- To treat each student with courtesy and respect
- To communicate regularly
- To encourage your involvement
- To provide faculty and students with varied learning opportunities
- To provide consistent values and discipline procedures
- To respond to parent concerns
- To enforce the school dress code

Our Expectations of Parents

- To support our mission
- To provide a quiet place for study
- To communicate honestly and openly about your child
- To treat faculty and staff with courtesy and respect
- To read school communications and attend meetings relating to your child
- To volunteer your time
- To support fund-raising efforts to the extent that you are financially able
- To support the school's values and discipline procedures
- To seek information and facts rather than rumors
- To send students to school dressed according to the school dress code



ADMINISTRATIVE STAFF

The Rev. Louanne Loch – Rector of St. Paul’s by the Sea Episcopal Church
Martha Milton – Head of School
Shane Tripp – Assistant Head of School
Ashley Davis – Director of Admissions
Stacy Nash – Director of Development
Dallas Skornia – Director of Communications
Melissa Devers – Director of Technology
Nicole Limbaugh – Administrative Assistant
Peggy Davis – Business Manager
Ann Bauwens – Administrative Assistant to Business Office
Anne Wiggins – Facilities Coordinator

Mrs. Ana Camille Abrahams Norman
B.A. Liberty University
Spanish

Mrs. Kelsey Bailey
PreK3 Teaching Assistant
Extended Day

Mrs. Ann Bauwens
A.A. Florida Community College
Administrative Assistant

Ms. Krista Bittengle
B.S. Youngstown State University
3rd Grade

Mrs. Allison Bruer
B.S. Columbus State University
1st Grade

Mrs. Denise Cinnamond
B.S. Stetson University
5th/6th Grade Math

Mrs. Ashley Davis
M. BA. Jacksonville University
B.S. University of Florida

Mrs. Peggy Davis
B.S. Florida State University
Business Manager

Mrs. Ansley Doughty
B.S. University of Georgia
IDEAStudio, 4th Science, STEM Integration,
Safety Patrol

Mrs. Melissa Devers
B.A. University of North Florida
Media Specialist and Computer Science

Ms. Carley Glasser
M.Ed. University of Florida
B.A. University of Florida
3rd/4th Grade Language Arts/Social Studies

Mrs. Ashlan Goodson
M.Ed. University of Florida
B.A. College of Charleston
5th/6th Science

Ms. Melody Harding
B.S. Jacksonville University
Kindergarten

Mrs. Gretchen Henson
B.S. University of Florida
Director of Extended Day/Art

Mrs. Midge Lilly
B.S. University of South Carolina
Movement/Morning Extended Day

Mrs. Nicole Limbaugh
Administrative Assistant

Ms. Ashley Ann McGehee
B.S. Baylor University
1st Grade

Ms. Weatherly Marshall
B.A. Loyola University
PreK3

Mrs. Martha Milton
M.Ed. University of North Florida
B.S. Florida State University

Mrs. Stacy Nash
B.A. Hollins College
Director of Development

Mrs. Tricia Novak
B.S. University of South Florida
4th-6th Physical Education
Athletic Director

Mrs. Kelley Palmer
B.A. University of Florida
PreK4

Mrs. Marianne Peters
M.Ed. University of North Florida
B.S. Andrews University
Kindergarten

Mrs. Leslie Sale
B.A. University of Florida
Christian Education
PreK4 Teaching Assistant

Mr. Dallas Skornia
B.A. Florida State University
Director of Communications

Mr. Cameron Strine
Master's Degree of Music
Manhattan School of Music
Music and Band

Mrs. Jody Tomaszewski
B.S. Clarion University
2nd Grade

Ms. Shane Tripp
B.Ed. University of Toledo
Assistant Head of School
5/6 Language Arts and Social Studies

Mrs. Anne Wiggins
Facilities Coordinator

Admissions

Beaches Episcopal School is dedicated to attracting and retaining well-qualified students capable of having a successful academic experience and who in turn will make a positive contribution to the BES community. The ideal candidate will exhibit intellectual curiosity, possess a positive attitude toward learning, welcome the opportunity to be service-minded, and exhibit good character.

When considering BES, we ask that parents be committed to our goals of maintaining a positive school climate, understanding and supporting the mission of the school, and respecting the dignity of all of our school constituents.

Qualified students applying to PK3-6th grade at Beaches Episcopal School are accepted according to dated applications with priority being offered to siblings, St. Paul's by the Sea Parish members and children of alumni. Although every effort is made to accommodate siblings, SPBTS church members, and children of alumni, admission decisions are based on the qualifications of the individual student.

Beaches Episcopal School recognizes the invaluable benefits of a diverse student body and welcomes students of any race, religion, national or ethnic origin.

Admissions Procedures

Submit Inquiry/Tour the Campus

Prospective families are invited to visit and experience BES first hand. We welcome the opportunity to have you see the students and faculty in action. Please call the Admissions Office to schedule your tour.

Complete and Return the Application and Fee

Complete the on-line application for admissions and submit the application fee.

Testing and Classroom Visit

After submitting the completed application, please contact the Admissions Office to schedule your child's testing and classroom visitation date.

Acceptance and Enrollment

Acceptance is based upon testing results, classroom visitation experience, teacher recommendations, transcripts, and previous school history. Upon acceptance, parents will be sent an enrollment contract.

Financial Aid

Financial aid is available to those families who qualify in PK4 through sixth grade. The maximum amount of financial aid given is fifty percent (50%) of the cost of tuition. Applications for Financial Aid are made through the School and Student Services for Financial Aid (SSS). These forms are available in the Business Office after January 1 and the deadline for filing is March 1 prior to the school year of enrollment.

Development

Beaches Episcopal School was established over 65 years ago as a mission of St. Paul's Episcopal Church. The Rector and the Vestry had a vision of a Christian Day School that would inspire children to become life-long learners and discover their unique talents and gifts. The Development Office is devoted to keeping this vision alive by raising the additional funds needed to sustain the school that we all love and value. It is only through the immeasurable support of our parents, grandparents, alumni, and friends of the school that we are successful in our job. Every gift is significant and helps us reach our goal! It is our privilege to work with you and your family to support Beaches Episcopal School and your children.

BES Annual Giving (Starfish Fund)

Beaches Episcopal School is proud of its long-standing tradition of educating the whole child. The school is a place where children discover the joy of learning, develop a strong sense of self by using their own special gifts and talents, and make friendships that will last a lifetime. By participating in the Starfish Fund, you become partners with us in the education of your child.

Philanthropy at Beaches Episcopal School is cultivated through our parents, grandparents, alumni, and friends. We take pride in teaching our children that giving to others brings us as much joy as receiving. Gifts come to us in many ways; sharing of time and talents through countless volunteer hours, in-kind gifts, and monetary contributions. The Starfish Fund is essential for providing the quality of education that you expect for your child. Please join us in this very important endeavor.

Join an organization about whose mission you can be passionate. Do your best to leave that organization in a better place than when you joined it. Leave a legacy; make a difference!

Parent Support Organization (PSO)

Parents are encouraged to participate in the daily life here at Beaches Episcopal School. Our PSO is an exceptional group of volunteers that spend countless hours giving generously of their time and talents serving on many different committees. Without their support BES could not run as smoothly as it does.

Every parent is a member of the PSO, and we hope that you take this opportunity to become involved and familiar with your child's school, meet their friends and other parents. Please take the time to look over the many ways that you can volunteer. There is a volunteer opportunity for everyone. The Episcopal Diocese of Florida mandates that all volunteers must have taken "Safeguarding God's Children" before they will be allowed to interact with the students on a regular basis and/or for an extended period of time.

Attendance

Regular attendance is a crucial part of education and should be considered a priority by parents and students. School hours are 8:00 a.m. to 3:00 p.m. Attendance is taken when the instructional day begins.

If a student is absent from school for one or two days, parents need to contact the school prior to noon to arrange for homework to be provided. Homework will then be available no earlier than dismissal for pick-up. Homework assignments are also found online via the classroom information system. A student absent for more than two days must contact the school to make arrangements for make-up work. Any material missed is the student's responsibility to make-up.

The school strongly encourages parents to schedule vacations and short trips to coincide with the school vacations. The Head of School must approve prearranged absences two weeks prior to the absence. Students must coordinate make-up tests and quizzes at the teacher's convenience. Work not arranged for, or not made up, is subject to receive a zero grade. Students that struggle with academic success are strongly discouraged from missing any extended instructional time.

Absences

If a parent does not call the office by 10:00 a.m. the school may call the child's home. A note is required from parents to the teacher when the student returns from an absence. A doctor's note is required if a child misses more than three consecutive days due to illness.

Excessive Absences

Six or more student absences per trimester may result in a conference between parents and administration.

Tardies

A student is considered tardy following the 8:00 a.m. bell. Any children dropped off after 8:00 a.m. will be required to sign-in with the receptionist, receive a tardy slip, and quickly report to their homebase classroom since instruction has commenced. Every attempt should be made to schedule appointments after school hours and any work missed due to late arrival is the student's responsibility to obtain and make up. Please note that accumulated time from six tardies can add up to a day absent with our attendance program.

Early Dismissal

If a student must leave the school grounds prior to dismissal, his or her parent or guardian (18 and over) must sign them out with the receptionist. No student will be allowed to leave early without parental sign out. Please make every effort to schedule appointments outside of school hours. The receptionist will arrange for the student's early dismissal notification. Students are responsible for all work being covered during their absence, and abuse of early dismissal is subject to review by the administration. The instructional day concludes at 3:00 p.m.

Chapel

Chapel is an integral part of life at Beaches Episcopal School. Chapel, morning devotions, lunchroom prayer, and Christian Education are not meant to proselytize or convert children to the Episcopal Church. Religion and related topics are a recognition of our heritage, honor the traditions that bring strength to our programs, and identify us as a mission of St. Paul's by the Sea Episcopal Church. Pre-kindergarten through second grade have a developmentally appropriate Chapel on Mondays, and the whole school comes together to worship on Wednesdays. All students participate in a flag ceremony every Friday at 8:10 in the McCormick Hall Courtyard.

Special Chapel programs that take place during the academic year include Eucharist the third Wednesday of each month, monthly Birthday Book Chapels, Episcopal School Sunday, Grandparents' and Special Friends' Day, Lessons and Carols during Christmas, Ash Wednesday and the Blessing of the Pets (St. Francis' Day). Parents are always invited to attend Chapels and special programs with their children. Make sure you check the school calendar and weekly newsletters for dates and times.

Code of Discipline

Discipline at Beaches Episcopal School revolves around the rights and responsibilities of each student. Discipline is designed to teach each student that he/she is accountable for his/her actions and that privilege is based on responsibility. Self-control and respect for peers, adults, and our shared space are emphasized and expected. Fairness and consistency are primary considerations.

Be Respectful

- to adults
- to each other
- to guests
- of school property
- treat others as you wish to be treated

Follow Directions

- strive to follow directions the first time
- ask your teacher for clarification if you are uncertain
- resist from distracting others at inappropriate times
- pay attention to specific rules regarding the playground, lunch room, classroom, science classroom, IDEASudio, and computer classes

Be Responsible

- take care of your personal items
- take care of textbooks and other school material
- clean up after yourself
- be safe at all times

Use Self-Control

- keep your hands and feet to yourself
- keep your temper under control
- be safe at all times
- treat others as you wish to be treated

We believe that all students are capable of good behavior. In order to guarantee all students the excellent learning climate that they deserve, discipline must be positive and consistent, providing students clear expectations and consequences.

The process of educating your child requires the joint cooperation of the family and the school. Likewise, effective discipline requires this same cooperation. Should you ever feel that circumstances at home might be interfering with your child's success at school, please call the classroom teacher and/or administration in a timely manner.

Discipline problems are handled primarily by the teacher according to classroom and school rules. If continued infractions of class rules persist, the student will be referred to the Assistant Head of School or Head of School.

When a severe situation occurs, as with one student physically injuring another student, immediate measures will be taken to ensure that this behavior ceases. This may involve suspension of the student to remove him or her from the situation. A parent conference is necessary before a student who is suspended is allowed to return to school. In the case of chronic infractions or an extremely serious offense the school may consider expulsion.

Unacceptable Behavior

The following offenses are some examples, which are considered the most serious and could result in suspension or expulsion from Beaches Episcopal School:

- On-going disrespect to a teacher or staff member
- Fighting
- Honor violations (lying, cheating, and stealing)
- Intentionally injuring another student
- Repeated disobedience or refusal to obey school regulations
- Threats of violence
- Use or possession of weapons, knives, pellet or BB guns, sling shots, etc.
- Use, possession, or sale of alcohol, tobacco, or drugs
- Vandalism
- Bullying (physical or verbal intimidation)
- Inappropriate computer use or misuse of the Internet (a.k.a. violating Student Network User Agreement)
- An irreconcilable or ongoing contentious relationship between parent, faculty, and administration

Beaches Episcopal School reserves the rights to suspend, expel, or deny re-enrollment to any student who repeatedly deviates from the discipline code or who commits a single act, which would merit dismissal in the judgment of the administration.

Computer Network Student User Policy

Beaches Episcopal School is fully networked and has Internet access in the Computer Lab and in the classrooms and does so to promote knowledge enhancement and better communication. Beaches Episcopal School tries to avoid the inappropriate use of technology through filtering, blocking, deliberate classroom design, and vigilant supervision. Despite all efforts, some inappropriate information may be accidentally accessed. If this occurs, the user is instructed to log off immediately and inform their supervising faculty member who in turn will report this to the Director of Technology, the Head of School and the Assistant Head of School.

Beaches Episcopal School recognizes that ultimately the parents of our students are responsible for helping their children understand and set standards when using computer resources and appreciate a partnership with the school as we help students practice good Internet Safety practices both at school and at home.

Student access to the Internet is under close faculty supervision and deliberate classroom design and is limited to supervised research and teacher-directed activities. *Computer use is a privilege and needs to be used responsibly or the privilege will be taken away!*

No student computer storage areas are private, and school administration may review any/all files in an effort to make sure the system is used properly and to maintain the integrity of the system. Any files on the Beaches Episcopal School servers are subject to deletion at the discretion of the Head of School.

BES Students will:

- Use appropriate language at all times.
- Avoid using slang words to avoid miscommunications.
- Put their name (first and last) on all of their documents.
- Never sign someone else's name to any document.
- Not vandalize! (Vandalism is defined here as any attempt to disrupt a school networked program or other person's work).
- Not participate in illegal activities involving computers or the BES computer network. Any questionable activities need to be reported immediately to the supervising faculty member who in turn will report this to the Director of Technology, the Head of School and the Assistant Head of School.
- Use the Internet for academic school purposes only (i.e. no chat, etc...)
- Report any offensive communication immediately.
- Respect other people's privacy.
- Not download files or programs without permission.
- Use only approved memory sticks or flash drives from home.
- Not violate this User Policy. Violation of this Policy can cause immediate termination of all technology usage on campus.
- Not attempt to bypass school computer security programs.
- Be held financially responsible, along with his/her parents, for unauthorized costs accessed on school computers.
- All students and parents must sign the Acceptable Use Policy to be eligible to use any BES computer.



Beaches Episcopal School iPad 1:1 Acceptable Use Policy for Grades 5 and 6

The Acceptable Use Policy is designed to set a framework for responsible and ethical use of technology, protecting the privacy and ensuring the safety of our students and teachers. It requires that this form be reviewed, signed, and returned Beaches Episcopal School prior to each student receiving his/her device. The Acceptable Use Policy applies to all technology resources on campus or taken home.

Guidelines

In order to utilize Beaches Episcopal School services (specifically Internet access) and participate in the iPad 1:1 program, students and a parent or legal guardian must review and sign the Acceptable Use Policy. This will be considered a legally binding agreement.

1. The student is fully responsible, at all times, for any personally owned device brought to school. Beaches Episcopal School is not liable for any loss/damage/theft of a personally owned device. Students should not loan their device to other students while on campus.
2. Our devices are covered under the Apple Care Policy. The student is responsible for the condition and security of the device provided by BES. If the device is damaged it is the family's responsibility to cover the deductible after the first incident. Thereafter, the entire repair cost will be required. If the device is lost or stolen, the family is required to replace it at the replacement cost.
3. Devices should be charged and recharged outside of school unless specific permission is granted.
5. iPads are for teacher directed instructional use only.
6. Students may not use their iPad for non-educational purposes during school hours. Only BES approved apps are allowed on the device.
7. No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from Beaches Episcopal School except for approved projects with the express permission of the teacher.
8. If reasonable belief exists that the student has violated the terms of this agreement, or other school policy, the student's device may be examined and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges outlined in our Discipline Policy in the Parent/Student Handbook.
9. Students must use the BES wireless network and cellular data must be turned off when on campus.
10. Student may not change the passcode on the iPad.
11. Using an iPad is a privilege that can be revoked at anytime.



Beaches Episcopal School
iPad 1:1 Acceptable Use Policy for
Grades 5 and 6

This document will be signed at the parent faculty night meeting

The above agreement and guidelines will apply to the following device:

Device _____

Serial # _____

Student:

I, the undersigned, as a student of Beaches Episcopal School, have reviewed the above policy and guidelines. I understand that any violation of the policy or guidelines may result in revocation of technology privileges, and possible further disciplinary action.

Student Name _____

Signature _____ Date ___ / ___ / ___

Parent:

I have reviewed the BES iPad Acceptable Use Policy with my child and agree to support Beaches Episcopal School policies.

Parent/Guardian Name _____

Signature _____ Date ___ / ___ / ___

Dress Code

All Beaches Episcopal School students must be dressed in a school uniform. **All appropriate uniform items are sold through Land's End.** Purchases may be made on-line at www.landsend.com. Once you are on the website find the **School Uniform Tab** then type Beaches Episcopal School in the **Find My School** box. The website only offers what is acceptable at the school. The following items are suggested as a rule of thumb.

Girls:

- White, red, hunter green, or navy blue long sleeve polo with BES logo
- White, red, hunter green or navy blue short sleeve polo with BES logo
- Solid plain navy blue or khaki uniform slacks, shorts, skort, jumper or skirt
- Plaid skirt, skort, or dress
- Solid plain navy blue, brown, or black belt
- A BES Spirit Day T-shirt that can be worn on Spirit Day.
- **Solid** colored red, navy, or white leg tights, stockings, or socks (an athletic logo on the socks is permissible)
- Navy blue fleece BES logo jacket
- Navy blue BES logo cardigan sweater
- Rain poncho with student's name written on it

Boys:

- White, red, hunter green or navy blue long sleeve polo with BES logo
- White, red, hunter green or navy blue short sleeve polo with BES logo
- Solid plain navy blue or khaki uniform slacks or shorts
- Solid plain navy blue, brown, or black belt
- A BES Spirit Day T-shirt that can be worn on Spirit Day
- **Solid** colored red, navy, or white socks (an athletic logo on the socks is permissible)
- Navy blue fleece BES logo jacket
- Navy blue BES logo cardigan sweater
- Rain poncho with student's name written on it

All:

- **Each student is asked to purchase a red BES logo polo shirt or red BES logo shirt dress for their Class Picture that is taken in the spring and for grade level field trips.**
- Appropriate **athletic/running-style shoes and socks** are to be worn at all times.
- NO platform sneakers, skateboard-style shoes, "five finger" shoes, or retractable wheel roller shoes.
- All students are expected to be neat, clean, and well-groomed at all times.
- Shirts must be properly tucked in, and not just rolled under.
- No doo rags, scarves, athletic headbands or wristbands.
- No outlandish, distracting, or inappropriate jewelry (i.e. dangling earrings, large beaded necklaces, or *Silly Bandz*), make-up, or accessories.
- No body piercing (except girls' earrings) or tattoos are permitted.
- Natural hair coloring only. No two-colored hair is permitted.

- Boys' hair should not be shaggy, distracting, exceeding collar length, or touch the eye - brows in the front. Multiple cuts within one style are not allowed.
- Plain white short-sleeved undershirts may be worn under BES shirts but no long sleeves or *Body Armor* –style shirt is permitted
- Faded apparel should not be worn to school and needs to be promptly replaced.
- Apparel with holes will need to be mended or replaced.
- Shorts, skort, and skirt lengths need to be approximately three inches above the knee.
- Heavy jackets can be worn during cold weather, but *students must be in dress code while in the classroom.*
- No Hats

Children not dressed within the Dress Code the first time, will receive a verbal notice. A second violation may require a call to their parent to bring the appropriate apparel or clothing.

Schedule

Morning Carpool Drop off

A school representative, along with Safety Patrol, is on duty along the sidewalk at McCormick Hall at 7:45 a.m. Parents are asked to drop off PreK3 through sixth grade via the circular driveway on the south side of 11th Avenue at McCormick Hall. When pulling up to school, drivers should pull as far forward as possible, and be aware of pedestrians crossing. No child is allowed to cross the street on campus unescorted by an adult and parents are to unload on the curbside of the car only. For safety reasons, all pedestrians are to use the crosswalks and not walk between cars in the car pool line.

PLEASE DO NOT USE CELL PHONES WHILE DRIVING IN THE CAR POOL LINES. *Safety is always our first priority!* We will not load your child until you are off of your cell phone.

Students that arrive prior to 7:45 a.m. are directed to the Extended Day Program in the Movement Room located in Hope Hall. The earliest arrival allowed is 7:00 a.m. with the before-care supervisor. **PLEASE MAKE SURE YOU DO NOT LEAVE UNTIL YOU SEE STUDENTS ENTER THE HOPE HALL DOORS.** The students are not allowed in the corridors unattended.

All students arriving between 7:45 a.m. and 7:50 a.m. wait in the courtyard and they can move on to their homebase when the bell rings at 7:50 a.m. Parents escorting their children in must sign in at the front desk and wear a name tag every time prior to their entry into the courtyard. Carpool should not be used for even brief parent/teacher conferences.

Safety Patrol

Sixth Grade students serving on patrol must be at school by 7:35 a.m. and will complete carpool duties at approximately 3:15 p.m.

Dismissal/Carpool

IF FOR ANY REASON PICK UP ARRANGEMENTS HAVE BEEN CHANGED AT THE LAST MINUTE, CALL THE MCCORMICK FRONT DESK TO NOTIFY THE ADMINISTRATIVE ASSISTANT. DO NOT CONTACT YOUR CHILD VIA THEIR CELL PHONE OR DEPEND ON AN EMAIL TO YOUR CHILD'S TEACHER. THEY MAY NOT HAVE A CHANCE TO CHECK EMAIL WHEN STUDENTS ARE PRESENT.

Students are dismissed from class at 3:00 p.m. Each family will be assigned a car pool number that remains theirs from year to year. Please do not throw the numbers away at the end of the school year. These numbers are assigned during orientation and need to be visible at all times when in line at car pool. Please make sure the number is facing forward and can be readily seen (i.e. tinted windows). Please keep your carpool number visible at all times until you have pulled away from the carpool line.

Pre-kindergarten students will be dismissed along the Hope Hall walkway at 12:00 noon, and first through sixth grade students will be dismissed through the front entrance of McCormick Hall. Teachers will summon the children by number. Please make sure to pull all the way forward and that you stop completely before children are allowed to be loaded in. Do not leave your vehicle unattended at any time during carpool. Students must only enter vehicles from the curbside and safety patrol members will assist children in opening and closing of doors.

The McCormick Hall car pool line is to allow alternate cars coming from 11th Avenue going east into the car pool line. Cars coming westward on 11th Avenue cannot break into the car pool line at McCormick Hall.

At 3:15 p.m. all remaining students will be taken to Extended Day in Hope Hall. Students not picked up by 3:30 p.m. will be assessed a fee (see Extended Day). At 12:15 p.m. pre-kindergarten students not picked up will be taken to lunch and PreK Plus.

Parking is prohibited in car pool lanes between 7:45 a.m. and 8:15 a.m., 11:45 a.m. - 12 noon, and 2:30 p.m. - 3:30 p.m.

Any students riding a bike must give prior notification to the school, and have the bike locked in the bike rack or locked to the fence of the nearest BES playground. Bikes should not be left in the school courtyards or hallways. All school rules (including street crossing) must be abided by when on school grounds.

While we realize the excitement of picking up a child at the end of the day, we strongly encourage the car pick-up approach. Pick-up of students, other than yours, requires a note of permission or a phone call from the students' parents. If you must pick-up your child in person instead of driving through in the carpool line, please wait for them near the dismissal area gate area of McCormick. These are high congestion areas, and safety is very important. No adult will be allowed into the courtyard area without signing in and wearing a nametag.

Classroom Communication/Procedures

Communications

There are many ways BES uses to effectively pass on school-related information to our families and friends as the school communications begin going green. BES has an up-to-date website at www.beachsepscopsalschool.org, where you can find complete information about the school, current events, curriculum updates, important special events, the weekly newsletter, and much more. The weekly newsletter is e-mailed by the Director of Communications to parents and other constituents every Thursday. E-mail blasts are sent out throughout the school year reminding parents and friends about upcoming events and significant issues. A summer publication titled “Starfish News” is available in electronic format on the school's website. This publication includes letters from our Head of School, Chair of our Board of Trustees, summaries of the past year and our annual report information. Teachers also pass along important information via e-mail.

Conferences

Conference Days are scheduled in November and April. Information will be sent home prior to these days to help you schedule a time. These two scheduled conferences dates are very important so please plan to attend them.

Additional Parent/Teacher conferences may be arranged by contacting the teacher(s) at school via phone message or e-mail. These numbers are provided on line. Teachers are always interested in speaking with parents concerning their child, but please schedule ahead of time. Before and after school teacher responsibilities do not allow for unexpected “drop in” conferences.

Grading System

Pre-kindergarten through sixth grade all receive grade appropriate report cards three times a year, or once every 12 weeks. Interim Reports are sent home to all pre-kindergarten through second grade students at the midway mark of the first marking period and can be sent home at any time after that to indicate additional progress. All third through sixth grade students and parents will receive information about how to access all student grades via Ren Web. Any questions involving grades need to be directed to the teacher before any further discussion with administration is appropriate.

Third through Sixth	
A+ =	97-100
A =	93-96
A- =	90-92
B+ =	87-89
B =	83-86
B- =	80-82
C+ =	77-79
C =	73-76
C- =	70-72
D+ =	67-69
D =	63-66
	D- = 60-62
	F = 59 or below

Pre-Kindergarten through Kindergarten	
M =	Mastering
P =	Progressing
N =	Not yet covered

First and Second	
E =	Excellent
S =	Satisfactory
NI =	Needs Improvement
U =	Unsatisfactory

Homework

Homework is regularly assigned Monday through Thursday nights, although fourth through sixth grade students can expect some homework over the weekend. Homework is used to reinforce the work of the day, not to introduce new concepts or procedures. Some long-term projects or make-up work may require work over the weekend. While parental support and supervision are strongly encouraged, it's important that children do their own homework and projects so teachers can recognize and meet individual student needs. All tests and quizzes will be sent home in your child's Thursday folder. Please check the folder each Thursday and return the signed tests when requested. Please note that students are financially responsible for any textbooks that are lost or badly damaged.

Standardized Testing

Students in third through sixth grade participate in the Comprehensive Testing Program (CTP 4 Test) obtained from the Educational Records Bureau (ERB) and second grade students will take the Otis-Lennon School Ability Test (OLSAT). Learning how to take a standardized test is very important and the results should be used as a comparable evaluation tool along with classroom observations. All efforts should be made for ample rest and nutrition during the week of testing. It is very important that no trips or appointments be scheduled that week as making up these tests is stressful for students. Results will be kept at school and a report will also be sent home so you will be aware of how your child tested.

Health and Safety

Beaches Episcopal School strives to provide a safe, secure, learning environment for all of its students. Exterior doors remain locked throughout the school day, and access is limited to the glass doors in the office of McCormick Hall. Anyone entering the building must sign in at the receptionist's desk and pick up a name-tag before they will be allowed to proceed into the courtyard.

Accidents

The school receptionist is equipped with first aid supplies necessary to treat minor cuts, scrapes, and bruises. In the case of an emergency, parents will be notified from the Emergency Contact numbers supplied to the school at the beginning of the academic year, and Beaches Baptist Hospital is the first choice of referral. It is very important to notify the school and update emergency information on Ren Web if any contact information changes as soon as possible.

Cancellation of School

In the event of severe storms, a loss of utilities, or other unforeseeable problems, cancellation of school may be necessary. FM 90.6 (WKYZ), AM 690, and TV channel 12 (WTLV- cable channel 11) are stations to listen to for BES openings and closings. The school answering machine will also provide you with important updates along with our Website.

Communicable Diseases

Parents must notify the school when their child contracts a communicable illness. Written medical approval is needed prior to readmission. Children should not be sent to school with a fever or until the child has been free from fever for 24 hours.

Emergency Plan

Teachers will follow the procedures outlined in their Emergency Plan Manual.

Fire Drills

The Jacksonville Beach Fire Department conducts monthly fire drills, and proper evacuation routes are posted in all classrooms and buildings.

Food Allergies

Parents are required to communicate, in writing by the beginning of the school year, any food allergies that a student may have. The Student Information Sheet is specifically for this purpose. The school cannot guarantee that it can make all accommodations for such allergies and some situations may mandate that parents provide daily food for their children.

Head Lice

Students are periodically checked for head lice. If nits (eggs) or live lice are found, the student's parent will be called to pick up their child. If the student has siblings their classes will be checked also. As precaution, classrooms are thoroughly disinfected, and an email letter will be sent home to the parents of the affected grade(s). BES has a "no nit" policy which means students must be nit free before returning to school. We understand the sensitive nature of this situation and make every effort to keep the identity of the student(s) affected confidential.

Health Certificates

All students in grades Pre-K through sixth grade are required by state law to have on file in the admissions office a Student Health Examination Form (HRS Form H-3040) and a Certificate of immunization (HRS Form H-680).

Illness Policy

Ill or injured students are taken to the front office and parents notified as necessary. Parents may then be asked to come to the office and sign-out the student. Students will not be released to anyone except parents or their designated representative. All health emergencies are reported to the office, an accident report is written, and 911 is contacted if deemed appropriate.

BES Administrators are required by law to report any suspected cases of child abuse to DCF immediately.

BES takes proactive efforts to keep our families informed about good health practices to help prevent the spread of diseases in our community. For these efforts to be effective, however, we need your help. Please remind your children to frequently wash their hands with warm, soapy water, or use alcohol-based hand sanitizers when hand-washing stations are unavailable. If a student has a fever and/or is vomiting, BES requires the student stay home and not attend school until the fever has subsided for a full 24 hours without the use of fever-reducing drugs.

Medication

All prescription medication, as well as Tylenol, aspirin, cough drops, and other over the counter drugs must be dispensed from the receptionist's office. The Medication Release Form must accompany the medication. A written log is maintained for *all* medication dispensed. No medication will be dispensed or taken without the Medication Release Form properly filled out. All medications must be in the original container with pharmacy label, child's name, doctor's name, telephone number, name of medication, and complete instructions for administering. All changes in dosage or discontinuation of drug must be made by a written statement from the parent or guardian.

Parent Volunteers

Parents are encouraged to participate in the daily life at Beaches Episcopal School. Our volunteers play a vital role to the success of BES by supporting many areas of our school life and we appreciate your participation! Before parent volunteers are allowed to work in close proximity to our children, The Episcopal Diocese of Florida requires all volunteers to take the online *Safeguarding God's Children Workshop*. Sign up for this can be done through Nicole Limbaugh at the McCormick Hall Front Office.

Field Trip Chaperones

Parents who would like to chaperone field trips must notify the homebase teacher at least one week prior to the field trip. Chaperone Guidelines are as follows:

- In some cases, there are limited slots available for adults. Your homebase teacher will do the best she/he can to accommodate those adults who would like to attend, but sometimes this is impossible. Please be understanding of the situation.
- Chaperones should never be alone with a child.
- Please do not buy or give candy/snacks/drinks to children.
- Each parent should continuously check the attendance of the children in his/her group.
- You are in charge of and responsible for the children for the ENTIRE trip.
- Make sure the children behave properly and obey all BES rules and regulations.
- Any child who does not act properly should be reported to the teacher.
- **Younger siblings are not allowed to attend field-trips.** The teachers are depending on your ability to chaperone your group without distraction. Young siblings can also be disruptive to the group if the field trip is not developmentally appropriate for their age.

Parent Support Organization (PSO)

The Parent Support Organization (PSO) at Beaches Episcopal School is a group of dedicated volunteers who give generously of their time and talents. Once you have a student enrolled at BES, you are a member of the PSO. The PSO offers many opportunities for parents to become involved – there is a volunteer opportunity to fit everyone's interests and ability. All volunteers must have completed *Safeguarding God's Children Workshop* before they are allowed to interact with the students.

Special Events

Awards Assembly

During the last week of the academic year the school awards certificates of achievement to students in fourth through sixth grade.

BES Backpack Sunday and Commissioning of Teachers

BES participates in an annual Sunday church service celebration held in the fall at St. Paul's by-the-Sea Episcopal Church. Students are blessed and teachers commissioned for the year. We encourage all families to attend this special service.

Birthdays

Birthday parties are not permitted at school. **Birthday invitations may not be distributed at school unless all members of the class are invited.** Cupcakes or cookies for your child's birthday may be sent in with your child in the morning for distribution at the homebase teacher's discretion during the day.

Birthday Book Chapel

To enhance our library, students pre-select a book to help celebrate their birthday. The cost of this book is paid for through Supply and Activity Fees. The students have their names entered on a book plate on the inside of the cover of the book that they selected and are presented the book during a special part of the Birthday Book Chapel for that month. Families are invited to join their child as they receive their book. The student will be the first to take the book home and enjoy it and when it is returned the book will become a part of the general inventory of the BES library. Birthday Book Chapel is traditionally the last Wednesday of the month unless otherwise announced.

Blessing of the Pets

On or near the celebration of St. Francis' Day, students are invited to bring their pets to school to have them blessed in a special outdoor chapel ceremony. A stuffed animal representative or picture of the family pets can be blessed instead of bringing them to the service. Parents are asked to bring the pets to school in the morning, attend the ceremony, and then escort the pets home immediately upon the conclusion of the blessing. Animals are not allowed to visit for the entire academic day. Pets must be on a leash or caged.

Challenge Day

This is a special afternoon field day of activities and friendly competition in the spring. Kindergarten through sixth grade kick off the event with a pizza lunch, and then are off to enjoy an afternoon of games and fun. Parents often help coordinate the activities, while others just come and watch the fun. Pre-kindergarten students, due to their early dismissal schedule, enjoy a junior version of age-appropriate fun and games before they are dismissed at noon.

Chapel and Flag Ceremony

Because BES is an outreach of St. Paul's by the Sea Episcopal Church, our students attend chapel service throughout the year. On Monday the PreK3, PreK4, Kindergarten, First Grade, and Second Grade come together in the church sanctuary for an age appropriate worship service lasting approximately 30 minutes.

On Wednesday, the entire school comes together in the sanctuary for an all school chapel. The third Wednesday of the month is Eucharist and the fourth Wednesday of the month is Birthday Book Chapel. As true to our Episcopal school identity, we respect and value all faith traditions and backgrounds, but we do ask that all BES students to attend worship services. Parents are welcome to attend these services as well.

On Friday of each week, the entire school body gathers in the McCormick courtyard for our Flag Ceremony. This is an opportunity to come together to celebrate the students' accomplishments and connect as a school family.

Class Parties

Class parties will be held on Christmas, Valentine's Day, and at the end of the year. All parties will be similar across the grade level and will take place at a time designated by the teacher. The end of the year party will be a school-wide event.

Community Outreach

Beaches Episcopal School believes in fostering a sense of responsibility and caring in our students by supporting a number of organizations that have overwhelming needs. Community Outreach provides

that opportunity for BES students and families to make a difference through their generosity and support. We are so proud of our BES families and their enthusiasm when giving to others!

Graduation

Sixth Grade Graduation is the last day of school and all students are expected to be in attendance. All BES friends and family are invited to celebrate the end of the academic year and the moving on of our graduating class. School starts at the regular time for grades PreK3-Fifth, Graduation begins at 10:00 a.m, and there is a reception for the graduates, their families, and their guests in Stormes Hall immediately following the ceremony. School is dismissed for the summer immediately following graduation. The students wear caps and gowns over their graduation attire. Nice dresses and/or skirts with blouses for girls are appropriate. Gentleman should plan on khaki or navy slacks and button down solid white dress shirts with a tie. Please avoid dresses or blouses that are strapless or have thin spaghetti straps.

Grandparents' and Special Friends' Day

Every year, BES invites grandparents and special friends of our students to come to campus. The day includes a special chapel service, campus tours, and visits to the classrooms. It is a special time for children to share their school and accomplishments with loved ones.

Lessons and Carols

This is a school/church service held the week prior to Christmas break. Sixth grade students lead the service. Parents, alumni, and guests are invited to join our students to celebrate the beginning of the holidays with special readings and seasonal songs.

Pajama Day/Story Time

Every December, right before Christmas break, everyone at BES wears their pajamas to school! Shortly after drop-off, all the students gather in the Parish Hall where a Christmas story will be read to them. At the conclusion of the story they return to the classroom for their Christmas Party. This is a well-loved tradition and students, teachers, and parents look forward to it every year!

Parent Social and Silent Auction

On alternate years, the Director of Development works hand-in-hand with parent volunteers to plan the Annual Social and Silent Auction. This exciting event is an evening created especially for our parents and special friends of BES to socialize and enjoy fellowship with each other. It features both live and silent auction items and is one of the school's biggest fundraisers.

Teacher Appreciation Week

The PSO leads this amazing week where parents very generously honor the faculty and staff at BES. The highlight of the week is a delightful luncheon that is planned completely by our parents from the decorating to the delicious food!

Volunteer Appreciation Reception

Beaches Episcopal School would not be the great school that it is without our dedicated volunteers. In the spring of every year, BES hosts a breakfast or luncheon for our very special guests, the volunteers, to express our sincere thanks and appreciation.

Publications

BES maintains a website on the Internet. From time to time the school may wish to publish examples of projects and other work on the school's website or the sanctioned social network pages. BES will make every attempt not to publish the names of students where individuals can be identified. The school will make every effort to honor the request of parents who do not wish a child's work or photograph to be shown.

From time to time parents will publish pictures of school events on their personal social network pages. Beaches Episcopal School is not responsible for pictures published by parents, family members, or friends of the school. We ask that you be respectful of the privacy of others. As a school, we honor parental requests not to photograph or release information about specific children. As a school for young children, we also consider many factors prior to digitally releasing student information and/or photographs online. We ask that you not copy and redistribute to other sites or services any photographs or information posted on the school website or on any of our classroom web pages.

- BES only posts student information behind secure login gateways
- BES has selected software/and or service providers that can assure passwords and information; information like e-mail addresses should be protected from harvesting by sniffing software.
- Prior to posting, BES has checked each photo to ensure that it is consistent with the information filed at the school related to permission for digital distribution.
- Prior to posting any class, group, or individual photograph showing students, BES carefully examines it to ensure that there is no "tagging" of the photo with personal information.
- The information and images shared by BES are designed to be informational to our current parent community as well as used for promotional purposes. We make every effort to examine the collection of images and information to ensure the broadest possible representation of the event.

Student Services

After-school Activities

Students at Beaches Episcopal School can also choose from a wide variety of paid after-school activities. The fees for these programs are determined, payable to, and collected by individual program coordinators. Space is limited, so parents will want to register early to secure their child's spot. A list of paid after-school activities along with contact information for coordinators and fliers can be found at on the BES website.

Electronic Devices

Students are discouraged from bringing cell phones and/or Apple watches to school. **Those devices must remain in the students' backpacks or with the teacher during the day.** Students are not allowed to bring *I-pods* or video games to school. *Kindles*, iPads, iPad minis, or *Nooks* may be brought with the understanding that they may only be used under the direct supervision of their teacher. The school is not responsible for loss or damage to their devices. **At no time should you leave last minute messages regarding afterschool plans with the student on their phone or teachers on their email. Please notify the school office via phone as soon as you know changes must be made, so that we may properly communicate with all staff involved.**

Extended Day

Beaches Episcopal School offers Extended Day as a service to our parents. Students can be dropped off as early as 7:00 a.m. at the Hope Hall gate where quiet morning activities are available while preparing for the upcoming academic day. **STUDENTS DROPPED OFF PRIOR TO 7:45 A.M. MUST BE DROPPED OFF AT EARLY CARE/ EXTENDED DAY.**

Pre-K Plus in the afternoon begins at 12:00 noon and the rest of the school begins at 3:00 p.m. Students may stay as late as 6:00 p.m.

ALL FEES ARE PAYABLE IN ADVANCE

There is a \$30.00 registration fee for the first child and \$20.00 each for additional child.

Before school care.... PK-6th Grade - \$4.00 per day/or \$20.00 per week

After school care.....PK-Noon until 3:00 p.m. - \$11.00 per day/or \$50.00 per week

Noon until 6:00 p.m.- \$21.00 per day/or \$90.00 per week

K-6th Grade-3:00 until 6:00 p.m.- \$11.00 per day/or \$50.00 per week

- Late fees will be assessed at the rate of \$2.00 per minute after 6:00pm
- Students using Extended Day in conjunction with other after school activities will be charged.
- Students not picked up after school will be sent to Extended Day and parents will be billed by the school.
- If delinquent in payment for 45 days, you will lose the ability to use Extended Day.

Field Trips

Field trips are scheduled each year to supplement the classroom experiences of the Pre-K through sixth grade students.

Field Trips are scheduled to complement and enhance the curriculum. All chaperones must have taken the *Safeguarding God's Children Workshop* before they will be allowed to participate and are responsible to pay for their admission.

Fifth and sixth grade students participate in extended field trips that require overnight stays. These field trips are designed to supplement the curriculum and also to encourage students to develop friendships and bond with one another. Overnight field trips are not included in the tuition and fee schedule. Students are expected to participate in field trips as the trips are an integral part of the curriculum. In situations of medical exemption or financial hardship, permission may be obtained from an administrator and an alternate activity will be assigned either on or off campus.

Students must have signed permission slips in order to participate. Students without a permission slip will not be allowed to participate. All students must report to school before attending field trips and must be marked present before participating in school activities.

Children may not purchase souvenirs, use video games, or buy snacks while on field trips. On overnight trips, a dollar amount is given and students may not have or spend more than that reasonable amount.

Lost and Found

Lost items can be inquired about at the reception desk in McCormick Hall. Parents are required to have their student's last name written in permanent marker on BES sweaters, sweatshirts and fleece jackets and need to put their child's name on all of their belongings. Unclaimed items will be disposed of at the end of each trimester.

Lunch Program

Students at BES can bring their lunch from home or participate in our Hot Lunch Program. Our hot lunch program is vendor based and is offered daily. Menus will consist of items traditional with a meal program but will not include soft drinks. Hot lunch orders are placed every two weeks through Ren Web. Lunch order form deadlines two weeks prior to the lunch are firm, so if you miss a turn-in deadline, you will need to provide your child with a lunch until the next ordering period.

If a child brings their lunch from home, parents are asked to follow several guidelines when packing them.

1. Lunches should be self-contained, and should include plastic eating utensils, straws, etc.
2. No metal pop-top style cans please.
3. Milk and juice can be purchased on-line through the school on a monthly basis. Water is always available from a cooler.
4. **If parents bring food in from outside of the school at lunchtime, we ask that you only do so for your child only and no sodas please. There is to be no group sharing (i.e. pizzas, treats, etc.)**
5. SODAS are not allowed.
6. Lunches brought to school after 10:30 a.m. need to be brought to the front office and need to have the students' names on them.

Newsletters

A weekly school newsletter will be e-mailed home and placed on our website, www.beacheseπισcopschool.org every Thursday.

Class letters will be sent via Internet on the 1st and 15th off every month and can be found on the website. Enrichment letters will be sent via Internet at different intervals of the year.

Safety Patrol

Sixth grade students are required to participate on the school's safety patrol program. Patrol members assist students arriving and departing school. Students are asked to arrive early (7:45 A.M.) and stay late (3:15 P.M.) to perform their duties. Patrol members participate in meetings, parties, and field trips designated by the school, and a member of the faculty supervises them.

School Store and Canteen

The School Store/Canteen is open every Thursday during snack time. Students are able to purchase snacks, school supplies, and other small items as desired.

Student Records

Student records are the property of the school. Copies of medical forms, past report cards, and standardized testing results are available upon request by the parent.

Telephones

A parent may contact a teacher at school by phone. If the teacher is unavailable, a message will be left via the school receptionist. The call will be returned within 24 business hours. Teachers may also be accessed through our website at www.beacheseπισcopschool.org. It is the individual teacher's prerogative whether or not to take calls at home. Please refrain from contacting the teacher at home or on his/her cell phone after hours unless it is an emergency.

Telephones are not for student use during school hours except in emergency situations. Setting up playtime with friends after school, forgotten lunches, books, and papers are not considered emergencies. Special arrangements should be made in advance.

Students are discouraged from bringing cell phones or Apple watches to school. If you chose to send one, it must remain in the child's backpack or on the teacher's desk. At no time should the child be using the cell phone or internet capability of those devices during school hours.

Toys

Please do not allow the children to bring toys to school without the teacher's permission. They tend to distract the children both in and out of class.

*A signature form will be provided at orientation regarding compliance with the BES handbook policies. We ask that you submit this signed form to the front office at your earliest convenience.